



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

8 Mar 04

MEMORANDUM FOR 367 RCS/XO
367 RCS MEPS

FROM: 367 RCS/CC
3990 E. Bijou St
Colorado Springs CO 80909-6806

SUBJECT: Federal Express Blanket Authority Policy

1. Due to the constant express mailing we do in the 367 RCS, we are making it easier for certain offices to Fed Ex without calling the squadron for control numbers. Effective immediately, the following offices will be given blanket authority to Fed Ex the items listed below:

OFFICE	CONTROL #s	AUTHORIZED TO FED EX
XA	XA001	SG Waivers and courtesy shipments
XB	XB001	SG Waivers and courtesy shipments
XC	XC001	SG Waivers and courtesy shipments
XD	XD001	SG Waivers and courtesy shipments
XO	XO001	Applications (waivers, etc.), medical records, fingerprint cards, contracts, commissioning documents, physicals, and official documentation to AFRS.

2. These offices will keep a running control number log showing their office symbol, and control number starting at 001 (i.e. "XA001), the sender, receiver, and what is being shipped. Control numbers must be placed in block 2, Internal Billing Reference, on the Fed Ex Air Bill for each package sent out. At the beginning of each fiscal year, the control numbers start over at 001 (Electronic logs will be provided by RSSI). For billing and tracking purposes, each office must forward an electronic copy of their log to RSSI via e-mail NLT the 5th of every month.

3. The Fed Ex account number will be used for official use only and **only** for the items authorized. For any other express mail packages not listed, the sender must contact 367 RCS/RSSI for a control number.


THOMAS Y. HEADEN, Lt Col, USAF
Commander